



OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

10 OCT 2005

ADMINISTRATION AND  
MANAGEMENT

MEMORANDUM FOR ALL EMPLOYEES

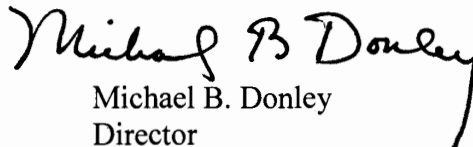
SUBJECT: Equal Employment Opportunity Policy

Equal Employment Opportunity (EEO) is vital to the performance of the Administration and Management Directorate's mission and readiness. Directors, managers and supervisors are responsible for ensuring that the work environment is free from any form of discrimination based on race, color, religion, sex (including sexual harassment), national origin, age, disability, or reprisal against individuals engaged in EEO activity. There is no rationale to justify discrimination or mistreatment of individuals in the workplace.

Unlawful Discrimination is a deterrent to an organization's morale and impedes progression toward achieving performance goals. Furthermore, such impediments can develop into costly administrative distractions that perpetuate poor business practices. Therefore, I expect all workforce members (civilian, military and contractors) to afford one another a level of professional courtesy and respect to foster an environment that prohibits discriminatory behavior. Inappropriate behavior will not be tolerated and violators will be held accountable.

Directors, managers, and supervisors should identify problem areas, take immediate appropriate action and aggressively seek resolution. Your active cooperation can make this a reality within our organization. The Washington Headquarters Services, Human Resources Directorate, Equal Employment Opportunity Programs Division (EEOPD) staff are available for advice and assistance. They can be reached at (703) 699-1805.

Every employee has a role in actively supporting the policies and principles of EEO to ensure continued progress throughout our organization.

  
Michael B. Donley  
Director

